

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05810246

DATE POSTED: 06/08/15

POSITION NO: 243255

CLOSING DATE: 06/19/15

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: Parks & Recreation / Monument Valley Welcome Center / Monument Valley, AZ

WORK DAYS: Varies REGULAR FULL TIME: ☒ GRADE/STEP: AB56A

WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: \$ 20,380.00 PER ANNUM

SEASONAL: ☐ DURATION : \$ 9.76 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Answer telephone , routes calls, and/or take messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Receives, logs in and distributes incoming mail; responds to request for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters database; makes routine calculations and checks information for accuracy; may order stock and distribute office supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of general office, customer service or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College course in Business or related field.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, database and spreadsheet applications; microfiche processing and storage; the operation and maintenance of camera equipment related to microfilm storage. Skill in preparing a variety of records, reports and correspondence; the use of personal computers and applicable software applications; maintaining filing and records systems; following oral and written instructions; operating office equipment, including computer programs; English composition, grammar and punctuation; applying judgment in the release of and safeguarding confidential information; preparing clear and comprehensive reports; establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.